

May 19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
April 28	29	30	May 1	2	3	4	
			★ B - Pay day	■ A - Lockdown 2:00pm	■ A - Payroll clears edits		
			Cycle A – Time and Attendance				
			Cycle B – Maintenance				
5	6	7	8	9	10	11	
	■ A - Reports ready by 10		★ A - Pay day	■ B - Lockdown 2:00pm	■ B - Payroll clears edits		
	Cycle B – Time and Attendance						
	Cycle A – Maintenance						
12	13	14	15	16	17	18	
	■ B - Reports ready by 10		★ B - Pay day	■ A - Lockdown 2:00pm	■ A - Payroll clears edits		
	Cycle A – Time and Attendance						
	Cycle B – Maintenance						
19	20	21	22	23	24	25	
	■ A - Reports ready by 10		★ A - Pay day ■ B - Lockdown 2:00pm	■ B - Payroll clears edits	■ B - Reports ready by 10		
	Cycle B – Time and Attendance						
	Cycle A – Maintenance						
					Cycle B – Maintenance		
26	27	28	29	30	31	June 1	
	Holiday		★ B - Pay day	■ A - Lockdown 2:00pm	■ A - Payroll clears edits		
		Cycle A – Time and Attendance					
		Cycle B – Maintenance					